

**APPLICATION GUIDELINES**  
**DWR 55-41 Notice of Intention to Deepen, Replace or Modify a**  
**Non-Exempt Well in an AMA**

In accordance with A.R.S. §§ 41-1008 and 1079, the Department of Water Resources (Department) provides the following information regarding the application review process to assist applicants for a NOTICE OF INTENTION TO DEEPEN, REPLACE, OR MODIFY AN EXISTING, NON-EXEMPT WELL AT APPROXIMATELY THE SAME LOCATION (DWR FORM 55-41).

**Steps for Processing Your Application and Obtaining Approval**

Before filing your application, the Department encourages you to contact one of the Department personnel indicated at the end of these guidelines to discuss the application process and review criteria. If you wish, a meeting may be scheduled to facilitate this process. To assist you in understanding the substantive requirements for this application, please refer to A.R.S. §§ 45-596 and 597. Also, please note the following items:

- If replacing a well, indicate whether the original well will be abandoned. If the original (existing) well will be abandoned after the proposed new well is completed, a Notice of Intent to Abandon a Well form should also be included with this application.
- Please include a completed New Well Construction Supplement DWR Form 55-90, which is enclosed as part of your application. Completion of this form requires attachment of a detailed construction diagram. The diagram should verify consistency with minimum construction requirements specified in the Department's well construction rules found in Arizona Administrative Code (A.A.C.) R12-12-15-801, et seq. Specifically, the diagram should include an indication of perforated interval location(s) in relationship to the expected water level, depth, and thickness of the surface seal, proposed grouting materials, whether or not the surface or conductor casing will extend above grade and vault details, if specified.

It is imperative that you complete the application form in its entirety. An incomplete or incorrect application may result in a delay in processing your application. Please send the application to the address indicated on the form, along with any required fees and supporting documentation. The Department suggests that you retain a copy of all documents which are submitted for review. The application fee for this permit is \$150.00, pursuant to A.R.S. § 45-113.

## **Time Frames for Review of Your Application.**

Within fifteen (15) days after receipt of your application, the Department will determine whether your application should be granted or denied, unless this time is extended as described below. In processing your application, the Department will first determine whether the application is administratively complete (administrative completeness review), and then whether the application meets the substantive criteria established by statute or rule (substantive review). Each of these reviews will be completed within the times stated below. The time for the administrative completeness review plus the time for the substantive review is referred to as the overall time frame.

### **1) Administrative Completeness Review Time Frame**

Within fifteen (15) days after receipt of your application, the Department will determine whether your application is complete, and will issue a written notice of administrative completeness or deficiencies.

If the Department sends you a letter that your application is incomplete, the Department will include a comprehensive list of specific deficiencies. Until the missing information is received, both the administrative completeness review and the overall time frames will be suspended. When the Department receives the missing information, the administrative completeness review and overall time frames will resume. Your application will not be complete until all of the requested information is received. If you do not supply the missing information within sixty (60) days, your application may be denied.

### **2) Substantive Review Time Frame**

There is no substantive time frame for this application.

## **Agency Contact**

Please direct any questions, comments or requests for further assistance to one of the following Department personnel in the Active Management Area (AMA) in which the application is filed.

PHOENIX AMA	PINAL AMA	PRESCOTT AMA	SANTA CRUZ AMA	TUCSON AMA
Sharon Ward Tana Zachreson	Cynthia Pogue	Jack McCormack	Nicholas Kilb	Linda Ingraham Jeff Tannler
(602) 771-8585	(520) 836-4857	(928) 778-7202	(520) 761-1814	(520) 770-3800